



Finance & HR Administrator

Reports to: President and CEO

Status: Full-time

Location: Mission, Kansas

Application Deadline: August 5, 2026

Down Syndrome Innovations (DSI) empowers individuals with Down syndrome to live to their fullest potential by providing services and support to individuals and families across the lifespan.

DSI is seeking a highly organized, detail-oriented, and dependable Finance & HR Administrator to manage the organization's financial and human resources administration. This position plays a critical role in ensuring our financial records are accurate, payroll is processed, employees are supported, and daily operations run smoothly.

The Finance & HR Administrator serves as DSI's internal financial and HR operations lead, taking ownership of day-to-day operations including payroll processing and benefits administration, while drawing on support from key partners. This includes our outsourced accounting firm and financial analyst for higher-level accounting support and payroll guidance, and our benefits broker for employee benefits.

This position is ideal for someone who brings a strong understanding of financial operations, thrives as an internal lead, and values close collaboration with both staff and external partners to support a growing nonprofit.

Responsibilities

Financial & Accounting

- Process weekly cash and credit card transactions in QuickBooks Online, coding transactions accurately by class, program, and customer
- Support the monthly accrual-based financial close process in coordination with DSI's outsourced accounting partner
- Generate monthly financial reports from QuickBooks, including the Income Statement, Balance Sheet, Statement of Cash Flows, Profitability by Program/Class, Budget vs. Actual reports
- Prepare financial reports and materials for quarterly board meetings and committees
- Reconcile revenue between Salesforce and QuickBooks
- Serve as the primary liaison with DSI's audit firm during the annual audit process
- Prepare schedules and supporting documentation for the annual financial audit and Form 990.
- Assist with annual 1099 filings.
- Process vendor bills and employee expense reimbursements through Bill.com, routing invoices for approval and issuing payments via electronic payment or check
- Reconcile company credit card transactions monthly and ensure staff complete their individual expense reconciliations on time



Human Resources Administration & Payroll

- Process biweekly payroll through Paycor
- Coordinate new employee onboarding and employee offboarding
- Process employee status, compensation, and benefit changes through Employee Navigator
- Support benefits administration and general HR compliance
- Maintain accurate personnel records and documentation

Qualifications

- Five or more years of bookkeeping or accounting experience required
- Payroll processing experience required; Paycor experience is a strong plus
- Experience using QuickBooks Online
- Strong Microsoft Excel skills
- Experience with employee onboarding, benefits administration, and HR support
- Excellent organizational skills with strong attention to detail
- Ability to manage multiple priorities in a fast-paced environment
- Comfortable working independently while collaborating with internal and external partners
- Nonprofit accounting experience is preferred but not required

Position Details

- Full-time, salaried position
- Salary range based on qualifications, specialized training, and experience
- The benefits package includes health, dental, vision, long-term disability, 403(b) retirement plan with employer match, paid time off, and additional organizational holidays
- Reports directly to the President and CEO

What This Position Is Not

This is not a Controller or Chief Financial Officer position. The Finance & HR Administrator is responsible for DSI's daily financial operations but is not expected to develop financial strategy, prepare complex financial analyses independently, manage investments, or oversee all human resources functions. Those responsibilities remain with DSI's leadership team and outsourced accounting partner.

To Apply

Please submit the following materials to jennifer@kcdsi.org to be considered for this position:

- Resume
- Three professional references
- Brief cover letter describing your accounting, bookkeeping, and payroll experience